

Procedure for re-naming City Street (public or private):

1. *By petition, by City Council action, or Request of the City Engineer.* When platting or replatting has occurred and the plat has been recorded, or for unplatted property, the name of a public or private street, avenue, road, drive, circle, curve, parkway, boulevard, lane or terrace may be changed upon petition to the City Council as outlined below, or by action of the City Council.
 - a. A petition to rename a public or private street, avenue, road, drive, circle, curve, parkway, boulevard, lane or terrace shall be submitted to the City Engineer and shall include the following:
 - (1) Signatures from at least two-thirds (2/3) of all owners of properties abutting the subject public or private street, avenue, road, drive, circle, curve, parkway, boulevard, lane or terrace;
 - (2) The current official name of the public or private street, avenue, road, drive, circle, curve, parkway, boulevard, lane or terrace;
 - (3) The proposed new name;
 - (4) The name and address of each owner requesting the name change.
 - b. Upon receipt of the petition, the City Engineer shall verify that the petition contains the required two-thirds (2/3) signatures.
 - c. The City Engineer shall also make findings as to whether the proposed new name is in conformance with the naming criteria established by the Master Street Naming and Numbering System established in Article III of Chapter 17 of the Bloomington City Code.
 - d. Upon verification of the signatures and findings of the City Engineer, a public hearing shall be scheduled before the Planning Commission.
 - e. The City Engineer shall make a report to the Planning Commission as to the merits of the name change, including whether it is in conformance with the Master Street Naming and Numbering System. The City Engineer may solicit and consider comments from other City departments, as well as private utilities, the U.S. Postal Service, or other affected agency. Comments shall be included in the report of the City Engineer. The report shall also include a proposed ordinance related to the proposed name change.
 - f. After the public hearing on the application, the Planning Commission shall forward its recommendation to the City Council for consideration and final approval.
 - g. The Mayor or City Council Members may submit proposals for renaming a public or private street, avenue, road, drive, circle, curve, parkway, boulevard, lane or terrace to the City Engineer without a petition. A proposal from the Mayor or City Council Member shall include the current official name of the public or private street, avenue,

road, drive, circle, curve, parkway, boulevard, lane or terrace, as well as the proposed new name. The City Engineer shall then follow steps 1.c., 1.d, and 1.e. above, followed by review by the Planning Commission and City Council.

- h. The City Engineer may submit proposals for a proposed name change, which shall include the findings and report outlined above. A proposal from the City Engineer shall be reviewed by the Planning Commission and the City Council as noted above.
2. *Notice of hearing upon petition or proposal of Mayor, Council Member or City Engineer.* The Planning Commission shall hold a public hearing on all petitions or proposals, following the review, findings and report of the City Engineer. Notice of the public hearing shall be given as follows:
 - a. Official newspaper of the City. The City Engineer shall cause to be published a notice that includes the time, place and purpose of the public hearing. The publication shall be in the City's official newspaper at least one time, not less than one (1) week prior to the hearing.
 - b. Affected property owners. The City Engineer shall mail notice to all owners of record located in whole or in part within three hundred fifty (350) feet of the boundaries of the subject public or private street, avenue, road, drive, circle, curve, parkway, boulevard, lane or terrace, not less than one (1) week prior to the hearing.

The failure to give mailed notice to individual property owners, or defects in the notice, shall not invalidate the proceedings provided a bona fide attempt to comply with the notice requirements has been made.
3. *Public hearing.* At the public hearing, the Planning Commission shall consider all aspects of the petition or submission, including the findings and report of the City Engineer, and comments from the public at the public hearing. The Planning Commission shall forward its recommendation to the City Council for review and final approval.
4. *Review by the City Council.* The City Council shall consider the petition or submission, with the recommendation of the Planning Commission. The name change shall be approved by ordinance.
5. *Publication.* Upon approval by the City Council, the ordinance shall be published in the same manner as other approved ordinances. Immediately after publication, the ordinance shall be recorded in the office of the County Recorder.